

AGENDA BILL

Beaverton City Council
Beaverton, Oregon

SUBJECT: Retainer Agreements for Professional Services in Support of the FY 2011-12 and 2012-13 Capital Improvements Plans

FOR AGENDA OF: 6-21-11 **BILL NO:** 11113

Mayor's Approval: *Danny Dagle*

DEPARTMENT OF ORIGIN: ECD *[Signature]*

DATE SUBMITTED: 6-2-11

CLEARANCES: City Attorney
CAO
Purchasing
Finance
ECD

[Signatures]
RR
R. [unclear]
McClane
[unclear]

PROCEEDING: CONSENT AGENDA
(CONTRACT REVIEW BOARD)

EXHIBITS: 1. List of Service Categories
2. List of Recommended Consultants

BUDGET IMPACT

EXPENDITURE REQUIRED	AMOUNT BUDGETED	APPROPRIATION REQUIRED
\$0	\$0	\$0

RECOMMENDED ACTION:

Council, acting as the Contract Review Board, awards retainer agreement contracts for the initial two-year term, in a form approved by the City Attorney, to the consultants listed on Exhibit 2, and authorize City staff to extend the retainer agreements for up to two additional renewal terms of one year each based on Council's approval of future budgets in FY 2013/14 and 2014/15.

HISTORICAL PERSPECTIVE:

The Economic and Capital Development Department's current list of consultant retainer agreements for professional engineering services expires June 30, 2011. The list prequalifies consultants to perform engineering-related professional services from which contracts are awarded for specific items of work. Staff advertised a new Request for Qualifications (RFQ) in April 2011 to support the Capital Improvements Plans for Fiscal Years 2011-12 and 2012-13, with an option to extend for two additional one-year periods (FY 2013/14 and FY 2014/15). As a reminder, to ensure compliance with City of Beaverton purchasing rules, Resolution Number 3756, adopted May 17, 2004, established an exemption from formal competitive bidding requirements with regard to personal service contracts involving the hiring of professionals on retainer to the City.

INFORMATION FOR CONSIDERATION:

The RFQ was advertised on April 15, 2011, in the *Portland Daily Journal of Commerce*. Proposals were received by 2:00 p.m. on May 10, 2011. A total of 121 proposals were received in the 12 categories listed in Exhibit 1.

The proposals were reviewed and rated by a consultant selection committee comprised of 16 City staff, divided into 12 review teams (typically three on a team). The proposals were distributed so that each committee member reviewed only those proposals in their particular field of knowledge and expertise.

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Consultants for the Utility Potholing and Private Utility Locating categories were rated based on the following criteria: knowledge and experience, facilities, equipment and personnel, project approach and understanding, references, and contract price. Consultants in all other categories were rated based on firm qualifications, key personnel qualifications, client service, and other supporting information. When sub-consultants were included in a proposal as a team, the entire team was rated as a whole.

As specified in the RFQ, the four highest ranked consultants (based on the average score of each proposal) in each category were selected for each list. Exhibit 2 contains the recommended list in each category. In the Construction Management and/or Inspection Services category, two firms tied for fourth place, so five consultants are recommended for contracts in this category.

Staff recommends that Council award retainer agreement contracts to all of the engineering consultants listed in Exhibit 2. After Council approves the consultant list, staff will work to execute contracts immediately. Subsequently, as CIP projects require consultants, staff will prepare scopes of work and negotiate work plans, schedules, and fees for projects in the Capital Improvements Plan.

In selecting consultants from the list, staff will maintain a project list in each category or subcategory in an effort to distribute City work among all consultants retained. If the anticipated total fee is \$250,000 or less, consultants will be selected based on the consultant's fee, availability, competency and project familiarity. If the anticipated total fee is over \$250,000 and under \$350,000, a minimum of two consultants on the list shall be requested to submit a written proposal with the selection based on the consultant submitting the best responsive proposal. However, the department head may, with written justification, select a particular consultant on retainer to work on a specific project. If the anticipated total fee is \$350,000 or more, a consultant's services must be procured through a separate formal competitive request for proposal process. For any project where the total consultant fee totals \$50,000 or greater, staff will return to Council with a recommendation to award a professional services contract.

EXHIBIT #1

Professional Services Categories

No.	Category	# of Proposals
1	Transportation Improvements	13
2	Traffic Engineering	8
3	Environmental Site Assessments and Investigations	11
4	Natural Resources Assessments	9
5	Geotechnical Services	8
6	Water and Waterworks Improvements	17
7	Stormwater and Wastewater Improvements	20
8	Survey Services	10
9	Private Utility Locating Services	3
10	Utility Potholing Services	3
11	Construction Management and/or Inspection Services	10
12	Real Property, ROW and Easement Acquisition and Appraisal Service, Negotiation and Relocation Services	9

Total: 121

EXHIBIT #2

Proposed Professional Services Retainer List

Transportation Services				
Transportation Improvements			Traffic Engineering	
Consultant	Rank	Avg. Score	Consultant	Rank
David Evans & Assoc.	1/2	95.3	DKS Associates	1
HHPR	1/2	95.3	Kittelson & Associates	2
CardnoWRG	3	92.7	David Evans & Associates	3
Wallis	4	91.0	Group Mackenzie	4
				85.7

Utility Infrastructure Improvements				
Water and Waterworks Improvements			Stormwater and Wastewater Improvements	
Consultant	Rank	Avg. Score	Consultant	Rank
Murray Smith & Associates	1	92.7	CardnoWRG	1
HDR	2	88.7	Tetra Tech	2
Brown & Caldwell	3	85.3	Murray Smith & Associates	3
Kennedy/Jenks	4	81.3	CESNW	4
				81.0

Contract Technical Support Services				
Utility Potholing Services			Private Utility Locating Services	
Consultant	Rank	Avg. Score	Consultant	Rank
Loy Clark Pipeline	1	148.0	City Sewer Corp	1
CardnoTBE	2	145.7	CardnoTBE	2
Vac-X	3	140.3	Locates Down Under	3
				131.3

Contract Technical Support Services				
Survey Services			Construction Management and/or Inspection Services	
Consultant	Rank	Avg. Score	Consultant	Rank
OTAK	1/2	84.7	OTAK	1/2
Westlake	1/2	84.7	W&H Pacific	1/2
David Evans & Associates	3	83.3	David Evans & Associates	3
AKS Engineering	4	80.0	HDR	4/5
			Wallis	4/5
				86.7

Real Property Services			Geotechnical Engineering Services		
Consultant	Rank	Avg. Score	Consultant	Rank	Avg. Score
ROW Associates	1	92.0	GeoDesign	1	90.0
Universal Field	2	87.7	Pacific Geotechnical	2	88.3
Epic Land Solutions	3	86.3	GRI	3	88.0
HDR	4	85.7	Geocon NW	4	86.7

Environmental Engineering Services				
Environmental Site Assessments and Investigation			Natural Resources Assessments	
Consultant	Rank	Avg. Score	Consultant	Rank
AMEC	1	93.0	ESA	1/2
Worley Parsons	2	91.7	Vigil-Agrimis	1/2
PBS Eng & Env	3	91.0	AMEC	3
Hart Crowser	4	90.3	SWCA	
				88.3